



STATE OF HAWAII
PUBLIC UTILITIES COMMISSION
DEPARTMENT OF BUDGET AND FINANCE
465 S. KING STREET, #103
HONOLULU, HAWAII 96813

February 3, 2003

To all Motor Carriers:

Beginning with the 2002 Annual Financial Reports (AFR) and Motor Carrier Fee (Fee), the PUC will implement certain changes that will allow carriers easy access to commission forms and information. In addition, the required forms have been revised making it easy and simple for carriers to comply with commission filing requirements, which should result in fewer delinquencies and penalties. With these changes, we hope to improve and become more accessible and efficient in serving the companies we regulate.

The PUC has established new procedures in: 1) distributing forms and instructions and 2) notifying carriers of AFR and Fee requirements. In order to help explain the changes, please refer to the enclosed frequently asked questions (FAQ) as this may help answer some of your concerns about our new procedures.

Highlighted Changes for 2002 AFR and Fee:

1. **The PUC will no longer mail a reminder notice to the carriers informing them of the AFR and Fee requirements.**

In the past, around February 1st of each year the PUC mailed a reminder notice and the requisite forms to all carriers. Beginning with the 2002 AFR, the PUC will no longer send a reminder notice or the requisite forms to the carriers. All carriers should be familiar with the annual filing requirements of the PUC. See attached FAQ #1.

2. **The PUC will no longer mail AFR forms to the motor carriers. All forms and instructions will be available on our website on or around March 15, 2003.**

All PUC forms and instructions will be available on-line on or around **March 15, 2003** at: <http://www.hawaii.gov/budget/puc/AFRPage.htm> or forms may be picked up at our office at 465 S. King St. Room 103, Honolulu, HI 96813, or neighbor island carriers may pick up forms at their local PUC office.

In addition, public libraries may provide free computer and internet access to those who do not own a computer or have access to the internet. Please inquire at your nearest public library.

- 3. The AFRs have been revised. All passenger and property motor carriers, regardless of revenue level, are now required to file, HAW-PUC Form 03-010.**

To complete HAW-PUC Form 03-010 carriers must 1) answer two general questions and 2) provide its gross regulated revenues to compute the PUC Fee. The passenger and property Class A, B and C forms used in previous years have been replaced by HAW-PUC Form 03-010.

- 4. There is no extension of time to file the AFR.**

All AFRs are due on or before April 30th of each year. The gross revenues reported are based on the carrier's business during the preceding calendar year.

- 5. For each calendar year, financial reports should be prepared similar to HAW-PUC Form 03-020 and shall be completed by June 1st of each year and shall be kept at the carrier's place of business. Each year, all motor carriers shall be able to furnish a copy of this report upon Commission request.**

HAW-PUC Form 03-020 is similar to the passenger and property Class A reports used in prior years. However, HAW-PUC Form 03-020 is not required to be filed with the PUC.

If there are any questions, please call the PUC audit section in Honolulu at 586-2020 or visit our web site at <http://www.hawaii.gov/budget/puc/puc.htm>. Neighbor island carriers may contact their local PUC office for assistance:

Island of Kauai	274-3232
Island of Maui	984-8182
Island of Hawaii	974-4533

Very truly yours,

/s/

Wayne H. Kimura
Chairman

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Enclosure